

CONFIDENTIAL

DEC 18 1953

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Establishment of Deputy General Counsel Position in GS-17 and Promotion of Incumbent, Mr. [REDACTED]

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1. PROBLEM:

- a. To allocate position of Deputy General Counsel, currently GS-16, in GS-17.
- b. To obtain approval for the promotion of Mr. [REDACTED], incumbent, from GS-16 to GS-17.

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2. FACTS RELATING TO THE PROBLEM:

- a. The General Counsel, Mr. Lawrence R. Houston, has recommended the establishment of the position of Deputy General Counsel in GS-17 and, concurrently, the promotion of Mr. [REDACTED] from GS-16 to GS-17.
- b. The position of General Counsel is established in GS-15. The Deputy position received the favorable recommendation of the Supergrade Review Board for the GS-17 allocation during appraisal in November, 1952.
- c. Establishment of the Deputy General Counsel position in GS-17 and promotion of Mr. [REDACTED] will not increase the number of positions or personnel in the supergrade category. The position and Mr. [REDACTED] are currently in GS-16.

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3. DISCUSSION:

- a. Based on classification review, the position warrants allocation in GS-17, as indicated in the Personnel Office Evaluation Report and Position Description, Tab 1.
- b. By virtue of eight years of progressively more responsible experience in GCS, CIG, and CIA, encompassing assignments in administrative and intelligence fields as well as in legal work, Mr. [REDACTED] is considered qualified for promotion to the GS-17 position proposed. Biographical sketch listing in detail his education, training, and work experience is attached as Tab 2.

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A. ACTION RECOMMENDED:

a. It is recommended that the position of Deputy General Counsel be approved in GS-17.

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b. Upon approval of the Deputy General Counsel in GS-17, it is recommended that Mr. [REDACTED] be promoted from GS-16 to GS-17. Promotion request is attached for signature as Tab 3.

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LAWRENCE E. WHISTON
Acting Deputy Director
(Administration)

3. Annexes:

1. Evaluation Report and Position Description (Tab 1)
2. Biographical Sketch (Tab 2)
3. Personnel Action Request (Tab 3)

ACTION BY APPROVING AUTHORITY:

APPROVED:

Date _____

Director of Central Intelligence

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FO/CWD, [REDACTED] 11 (11 December 1953)

Originator: [REDACTED]

Distributions:

Chief, (CWD)

OAS - Acting PD

2 - DCI

2 - Acting DD/A ✓

1 - PRDS

1 - Comptroller

1 - O & H

2 - CWD

Concur: [REDACTED]

Acting Personnel Director

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